

CONSTITUTION FOR ASHFIELD ROAD ALLOTMENT SOCIETY

NB It should be noted that whilst the name on the CBC lease is Ashfield Road Allotment Association, but it has been decided to keep the name as Ashfield Road Allotment Society for all the day to day running.

1. The Mission Statement of the Society is

To provide a pleasant, pleasing and safe environment to support members and their families in pursuing an active and healthy lifestyle through the growing of vegetables, fruit and plants for their own consumption and enjoyment.

2. The aims of the Society are

- ☐ To promote the growing of food and or ornamental crops.
- ☐ To promote a healthy active exercise.
- ☐ To encourage members to garden with environmental consideration, valuing wildlife and nature.
- ☐ To encourage membership regardless of age, sex, ethnic group or disability
- ☐ To involve local people in activities where appropriate for example open days and plant sales.
- ☐ To help people to understand the relationship between food, health and the environment.
- ☐ To provide a secure, safe and well maintained site for members to enjoy - as much as it is reasonable to expect.
- ☐ To provide a water supply and toilet facilities.
- ☐ To provide a Society shop selling garden products.
- ☐ To promote open communication and inclusiveness amongst all members.
- ☐ To promote the sharing of knowledge to help members 'grow' their cultivation skills.
- ☐ To establish and maintain a democratically elected and representative Committee of Management to develop the Society's aims.

3. The powers of the Society are

- ☐ To manage the site on a daily basis in accordance with the terms of our lease with Chesterfield Borough Council. This also includes parts of the site which are subject to annual lettings with the Council.
- ☐ To manage the site in accord with the aims of the Society.
- ☐ To collect subscriptions annually for the purposes of managing the site, paying rent and water charges.
- ☐ To raise funds as necessary for any major improvements or repairs to the site.
- ☐ Pay any person either member or otherwise for goods or services if required to maintain or improve the site, with prior agreement of the Management Committee
- ☐ To apply for grants and funding in order to further the aims of the Society.
- ☐ To ensure reasonable Third Party insurance for the site.
- ☐ To abide by the law in the attainment of the aims of the Society.
- ☐ To ensure that members abide by the Rules of Ashfield Road Allotment Society.
- ☐ To ensure that the allotment site and individual plots remain in a good state of cultivation.
- ☐ To ensure that the Society complies with the requirements of the General Data Protection Regulations 2018.

4. Membership of the Society

- ☐ Membership is open to all people who have an allotment on the site. Up to two people can hold each plot (or multiple plots) but each person **must** be listed on the membership records and a signed tenancy agreement to become a member. All members have voting rights at the Annual General Meeting and are eligible for election to the Management Committee.
- ☐ Allocation of allotments is the responsibility of the Secretary in accordance with the Society's

rules. Waiting list priority will be given to 1. Hasland residents, 2. CBC residents, 3. Others.

- ☐ Members must abide by the rules of Ashfield Road Allotment Society. The Management Committee may terminate the membership of any member where they fail to comply with the Society's Rules.
- ☐ In the case of termination of membership the member concerned shall have the right to be heard by the Committee in accordance with the Grievance Procedure before a final decision is made.
- ☐ Where a dispute arises between individual members which cannot be otherwise amicably resolved the dispute shall be referred to the Committee for a hearing in accordance with the Grievance Procedure

5. Management Committee.

- ☐ The committee shall consist of the following officers:
 - Chair
 - Secretary
 - Treasurer
- ☐ The Society is required to appoint a Data Control Officer. Normally the Secretary will undertake this role as part of their duties but if necessary the post could be filled by any committee member deemed capable of undertaking this role.
- ☐ Up to 8 other members shall make up the remainder of the committee.
- ☐ Additionally the Committee shall have the discretion to co-opt up to 2 further members onto the Committee if required/desirable in any given year.
- ☐ All members of the committee shall have voting rights in committee meetings
- ☐ All committee members shall be elected/re-elected annually at the Annual General Meeting (AGM).
- ☐ Officers of the Society will be elected annually by the Committee at its first meeting following the AGM which should be held within 7 days of the AGM..
- ☐ The officers and committee members shall serve in their positions until the conclusion of the next AGM after their election and are eligible for re-election.
- ☐ The committee may fill casual vacancies if necessary this person may serve until the next AGM when they may be elected by the membership.
- ☐ Trustees are appointed by the Committee, one of whom must be the Treasurer. Trustees are in post for as long as they wish to serve, or in the case of the Treasurer, until they resign from this position. Any changes to the names of the Trustees must be legally registered with Land Registry whilst ever we have a formal Lease of the Allotments with Chesterfield Borough Council.
- ☐ The committee may co-opt persons as advisers to the committee but these people will not have voting rights.
- ☐ The committee may choose to appoint a sub-group if required. This sub-group cannot enter into any legal or financial agreement without the prior consent of the full committee (any financial commitments are subject to the Society's internal control framework).
- ☐ The committee shall meet a minimum of six times a year. Meetings will preferably be held at least monthly during the period March to September.
- ☐ Minutes will be taken at committee meetings and distributed amongst committee members. A copy for all members to access will be available in the Society's shop, or by email on request to the Secretary.
- ☐ Members have the right to attend - but not vote at - Management Committee meetings as observers providing the meeting is not discussing confidential matters.
- ☐ If the Committee chose not to meet at least twice a year the membership has the right to call for a special general meeting to elect a new committee.

6. General Meetings and Committee Meetings

- ☐ The Society will hold an Annual General Meeting (thereafter called AGM) this will be no more than 15 months after the previous one, and normally 12 months after.

- ☐ The AGM will normally be held on a suitable date in March.
- ☐ The secretary will give at least 21 days notice to all members of the AGM.
- ☐ Minutes of the last AGM will be available for all members 7 days prior to the meeting.
- ☐ The purpose of the AGM is:
 - ☐ To approve the Minutes of the previous AGM
 - ☐ To receive and accept the Annual Accounts and Treasurer's and Auditor's report.
 - ☐ To receive the Annual report from the Committee (Secretary's report).
 - ☐ Any other relevant reports
 - ☐ Elect members for the committee.
 - ☐ Consider any motion put before the meeting.
 - ☐ Appoint an auditor to independently examine the accounts.
- ☐ Special/Emergency General Meetings may be called by the Management Committee and all members will have at least 14 days notice of the meeting. The notice of the meeting shall give details of the business to be discussed at the meeting. This will be the only business to be discussed at this meeting.
- ☐ The secretary shall call a Special General Meeting within 21 days of receiving a written request to do so signed by a majority 25% of the current membership. The notice of the meeting shall give details of the business to be discussed at the meeting. This will be the only business to be discussed at this meeting.

7. Rules of Procedure at all Meetings

- ☐ The quorum at:
 - A general meeting shall be 10, in addition to members of the Management Committee.
 - A Management Committee meeting shall be 2/3 of its members.
- ☐ Voting at a general meeting will be one vote one member.
- ☐ Members who wish to raise an issue at the AGM will be requested to do so in writing to the secretary 7 days prior to the date of the meeting.
- ☐ Members who wish to raise an issue at a Committee meeting will be requested to do so either verbally or in writing to the Secretary in advance of the meeting with sufficient notice for the Committee members to obtain the relevant information.
- ☐ Voting at Committee meetings will be one vote per Committee Member.
- ☐ All questions at a meeting will be decided by a simple majority. In the event of a tie the Chair shall have the casting vote i.e. a second vote.

8. Funds and Finance

- ☐ All funds shall be devoted to the aims of The Ashfield Road Allotment Society.
 - ☐ A bank account shall be opened in the name of Ashfield Road Allotment Society.
 - ☐ All cheques shall be signed by two from three signatories, these signatories to be officers of the Committee. None of these signatories shall be related or live at the same address.
- ☐ The financial year shall run from 1st January to 31st December.
- ☐ The Treasurer will prepare the annual accounts for audit by 31st January each year.
- ☐ The appointed auditor will complete the annual audit of accounts and report to the Chairman at least 7 days prior to the AGM
 - ☐ All financial spend and commitments shall be governed by the Society's Internal Control framework which will be reviewed by the Committee at the first meeting after the AGM.

9. Alterations to the Constitution

Amendments to the constitution may be made by a resolution passed by a majority of the members at the Annual General Meeting or at a Special/Emergency General Meeting. Proposed alterations should be circulated to membership not less than 21 days before the date of the meeting.

10. Dissolution

A resolution to dissolve the Society must be passed at a General Meeting and carried by a two-thirds majority of those present. Any assets held by the organisation after the satisfaction of all debts and liabilities shall be given or transferred to an organisation with similar aims.

This constitution was amended at the AGM 20 March 2024

Signed Chair.....
(Martin Carpenter)

Date

Signed Secretary.....
(James Fenby)

Date